

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**RESIDENT CARE TECHNICIAN
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions performing duties assisting in the direct support care provided to individuals with intellectual disabilities, within the Department of Health Services. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e. more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Positions in this classification series are located at the Department of Health Services and are responsible for the provision of care and the implementation of individual treatment programming for individuals supported for intellectual disabilities.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition(s) of supervisor and/or management as defined in Wis. Stats. s. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which provide professional level treatment-related services a majority of the time (more than 50%) within an institution and are more appropriately classified as Treatment Specialists, Social Worker, Psychologist, etc.
3. Positions providing direct technical nursing care a majority of the time (more than 50%) to individuals in the form of treatments and observations, or administering medications and are more appropriately classified as a Licensed Practical Nurse.

4. Positions located within a DHS Mental Health Institution which are responsible for interacting with mentally ill patients to promote the development and improvement of daily living and social skills to facilitate behavior change and are more appropriately classified as Psychiatric Care Technicians.
5. Positions which provide technical duties assisting in the direct nursing care provided to patients a majority of the time (more than 50%) and are more appropriately classified as a Nursing Assistant.
6. Positions which provide custodial tasks throughout a facility not directly related to patient care a majority of the time (more than 50%) and are more appropriately classified as a Custodian.
7. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees enter this classification series by competition. This is a multiple objective level classification series with some positions having an objective level at the Resident Care Technician-Entry level and other positions having an objective level at the Resident Care Technician-Objective level. The objective level for a position will be determined when the initial position description is classified.

Movement to the objective and advanced level will occur by competition.

II. DEFINITION

RESIDENT CARE TECHNICIAN – ENTRY

This is the objective level for employees providing care to individuals in a Department of Health Services (DHS) facility.

Resident Care Assistant

Positions at this level are unit assistants at a Department of Health Services (DHS) facility. Positions allocated to this level work under close progressing to general supervision. These positions perform a combination of duties in support of providing active treatment and implementing individual treatment programs for individuals with intellectual disabilities and/or physical disabilities. These positions will focus on **providing a wholesome living environment for individuals**. For a majority of the time, positions perform light housekeeping duties, make beds with clean linens daily, sanitize mealtime equipment, set up and clean dining areas, and clean positioning equipment and wheelchairs.

RESIDENT CARE TECHNICIAN – OBJECTIVE

These positions are responsible for providing active treatment and implementing individual treatment programs for individuals with intellectual disabilities. This work involves assisting persons with intellectual disabilities. In addition these individuals may have mental health or behavioral disorders. These positions assist individuals with acquiring skills for personal independence. Some patients may have physical disabilities which require specialized equipment and/or manual lift techniques to assist with repositioning and lifting of individuals. Positions allocated to this level perform nursing assistant duties including assisting individuals to and from clinics; pre and post clinical care and preparation; pre and

post-surgical assistance; 1:1 care before, during and after hospitalizations; observing and monitoring individuals for illness, infection, disease and physical injury; assisting healthcare professionals during examinations, treatment or interventions of individuals; and providing comfort measures. These positions also perform general nursing assistant duties within the living environments, day services programs and specialized treatment units. Work is structured to provide the training and experience to allow the employee to reach full performance at a higher level.

This is the objective level for employees providing care to individuals. Work at this level is different from the entry level by the level of supervision received and the ability of the employees to carry out or initiate routine duties related to direct care and comfort. In addition to the entry duties, these positions are responsible for technical direct care duties including active treatment and interventions; and maintenance of equipment and supplies. Work is performed under general supervision.

RESIDENT CARE TECHNICIAN – ADVANCED

Positions at this level, for a majority of the time, function as either a lead worker, or perform advanced level direct care work, on an Intensive Treatment Program (ITP) unit or a Short Term Treatment Program unit.

The lead worker allocation is for employees performing the duties described in the objective level and in addition, leading and mentoring other Resident Care Technicians, or other staffing assisting with care of residents, in the designated unit. Lead work involves a permanently assigned responsibility to: train, assist, guide, instruct, assign and review the work of other Resident Care Technicians. These positions are responsible for providing a safe work environment during behavioral/psychiatric crisis and emergencies. These positions are also responsible for assuring infection control procedures are followed correctly. Lead workers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

Employees on the ITP units or Short Term Care Program units are responsible for providing direct care to individuals with increased or unusual medical/ behavior acuity. Work at this level is differentiated by the level of independence and judgement exercised and degree of resident care services provided. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Special Requirement:

Employees at the Resident Care Technician – Objective and Advanced classifications must be a Certified Nursing Assistant as described and mandated by Wisconsin ss. 146.40(2) and Wisconsin Administrative Code HSS 129. Resident Care Technician – Objective can obtain this certification prior to employment or upon completion of the facilities training class.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective June 1, 2014 and announced in Bulletin OSER-0367-MRS/SC as a result of the Department of Health Services Resident Care Technician/Psychiatric Care Technician

Personnel Management Survey. The classification was formerly titled Resident Care Technician 1 and 2 which was abolished at the same time.

This classification series was modified effective May 15, 2016 and announced in Bulletin DPM-0423-CC/SC to revise the Resident Care Technician-Entry level and modify the qualifications language.

This classification series was modified effective August 7, 2016 and announced in Bulletin DPM-0429-CC/SC to clarify and update the allocations at the RCT-Advanced level.

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